



**1 OCTOBER 2000**

**Financial Management**

**MANAGEMENT OF FINANCIAL RESOURCES  
INSPECTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This checklist reflects the Air Intelligence Agency (AIA) requirements on the management of financial resources. AIA units use it to determine how effectively management of financial resources is being accomplished.

**SUMMARY OF REVISIONS**

All sections of this checklist were completely revised and additional sections were added.

**1.** References are provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, security, fiscal responsibility, and, or mission accomplishment. Compliance with both the critical and noncritical items are rated because these items help gauge the effectiveness and, or efficiency of the function.

**2.** This publication can be used as a self-inspection checklist. HQ AIA/IG (Inspector General) will use this checklist during applicable assessments. See attachment 1.

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Financial Management and Controller

**Attachment 1**

**FINANCIAL MANAGEMENT**

**A1.1.** The following information includes program areas for inspection.

**Table A1.1. Commander's Involvement Program.**

<b>MISSION STATEMENT:</b> To ensure that the Commander is aware of and approve the following areas: Audit Reporting Results, Management Control Program, Support Agreements, Government Travel Card Program, Program Development, Unfunded Requirements, Commitments and Obligations, Close-out, and Funds Control. <b>CRITICAL ITEMS</b> are indicated in the appropriate areas.			
<b>1.1. CRITICAL ITEMS. Commander's Review Process:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.1.1. Does the RA have insight into the Commander's priorities?			
1.1.2. Is the unit commander briefed on all relevant reports both within and outside the unit (i.e. GAO, AFAA, IG, etc.,)?			
1.1.3. Is the unit Commander briefed on costs associated with the unit's host tenant support agreements?			
1.1.4. Are all cases of Government Travel Card misuse or account delinquency being brought to the attention of the Commander?			
1.1.5. Is the unit Commander briefed regularly on the unit's obligation and commitment status by budget activity?			
1.1.6. Does the FM keep the Commander advised of the status of funds and requirements during the period of close-out (September)?			
1.1.7. Is the Commander aware of all Staff Assistance Visits to the unit?			

**Table A1.2. Oversight Evaluation Program.**

<b>1.2. MISSION STATEMENT:</b> To ensure compliance with procedures in the following areas: Audit Reporting Procedures, Temporary Duty Orders, Management Control Program, Support Agreements, Government Travel Card Program, Intelligence Contingency Funds, Tri-Annual Reviews, and NULO, Problem Disbursements. <b>CRITICAL ITEMS</b> are listed in the appropriate areas. <b>REFERENCES:</b> All references are listed in the appropriate areas.			
<b>1.2.1. Audit Reporting Procedures (AFI 65-403):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.2.1.1. Has a unit audit focal point been designated? (Paragraph 2.9)			
1.2.1.2. Does the unit focal point maintain records of all installation-level report recommendations and monitor their status until implemented? (Paragraph 2.10.3)			
1.2.1.3. <b>CRITICAL ITEM:</b> Does the unit focal point send progress reports to the HQ AIA or next higher headquarters audit focal points describing the status of the recommendations? (Paragraph 2.10.5)			
1.2.1.4. Does the unit focal point coordinate with the HQ AIA audit focal point to close an audit recommendation after management completes all corrective actions? (Paragraph 2.10.5)			
<b>1.2.2. CRITICAL ITEM: Temporary Duty Orders (AFI 65-103)</b>			

1.2.2.1. If the traveler is TDY to a base, is the name of the base rather than the commercial location listed in the itinerary (Block #11 of the travel order)? If TDY to a commercial location where there is a base (Dayton vs WPAFB), is the location where the conference is being held, i.e., hotel, civic center, corporation, etc., included in the itinerary? (Chapter 2.2, Item 11(c))			
1.2.2.2. If a registration fee has been passed on to the traveler, do the TDY orders state if any meals or lodging are included in that fee? (Chapter 2.2, Item 16(n))			
1.2.2.3. Is the use of “variations” granted only when absolutely necessary and not used in place of adequate planning. (Chapter 3.4)			
1.2.2.4. A special authorization is something that adds to the cost of normal travel, i.e., rental car, vicinity mileage, excess baggage, etc. Has a cost analysis been accomplished based on advantage to the government and not as a convenience to the traveler, and kept on file in the office of origination? (Chapter 3.2)			
1.2.2.5. Do the individuals who have been placed on blanket orders meet the criteria in AFI 65-103 Paragraph 2-3? Must anticipate 12 or more TDY trips per fiscal year. Frequency of travel must be determining factor—not based solely on grade or rank or position. (Chapter 2.3)			
<b>1.2.3. Management Control Program (DODD 5010.38, AFD 65-2, AFI 65-201):</b>			
1.2.3.1. Does the unit have a written, continuous Management Control Plan? (AFI 65-210, Paragraph 2.1.1.2)			
1.2.3.2. <b>CRITICAL ITEM:</b> Are senior managers involved in identifying and correcting vulnerabilities reviewed in the MCP? (Paragraph 3.4.2)			
1.2.3.3. Does the unit prepare an annual Statement of Assurance? (Paragraph 3.3.1)			
<b>1.2.4. Support Agreements (AFI 25-201, AFI 65-601):</b>			
1.2.4.1. Are newly assigned RAs who support the support agreement managers provided financial training? (Paragraph 2.6.2)			
1.2.4.2. What steps are taken to ensure appropriate support agreement activity costs are included in the host and tenant budget process? (Paragraph 2.6.2)			
1.2.4.3. Are reimbursable and non-reimbursable direct incremental cost requirements included in receiver’s financial plan? (Paragraph 5.4.1)			
1.2.4.4. <b>CRITICAL ITEM:</b> Is this information provided to the host base for inclusion in their financial plan? (Paragraph 5.4.1)			
1.2.4.5. <b>CRITICAL ITEM:</b> What steps are taken to ensure unfunded support requirements are considered during budget formulation? (AFI 65-601, Paragraph 7.7)			
1.2.4.6. Are funding responsibilities assigned according to Section B, Figure 7.1 (Host-Tenant funding responsibility by type of service)? (Chapter 7)			

1.2.4.7. To prevent over-payment, are agreements cross-referenced against common base support categories defined in DOD 4000.19, enclosure 6 (Categories of Support)? (Chapter 7)			
1.2.4.8. If support services are not covered in Section B or Figure 7.1, are agreements prepared and negotiated according to AFI 25-201, Chapter 4 (Agreement Documentation Procedures)? (Chapter 7)			
1.2.4.9. When receiving support from other DOD (non-Air Force) agencies, is AFI 65-601, Chapter 7, Section C followed?			
1.2.4.10. As the tenant or ordering agency, are required material and services identified in the unit's financial plan? (Section C, Paragraph 7.16.2)			
1.2.4.11. If supplies are delivered directly to the tenant's location, what cross-disbursing arrangements are made so the procuring agency (host) can pay vendor's invoice? (Section C, Paragraph 7.16.3)			
<b>1.2.5. CRITICAL ITEMS: Government Travel Card Program (AFI 65-104):</b>			
1.2.5.1. Is training provided to all cardholders by using the DoD travel charge card training program or another commander program? (Section D (33))			
1.2.5.2. Have all new cardholders read and signed the Government Travel Card agreement? (Section C (22.4) Atch 3)			
1.2.5.3. Is there a system in place, which requires personnel to turn in their card upon separation or retirement? (Section C (20))			
1.2.5.4. Is there a system in place to process incoming and outgoing personnel who are on a PCS? Does the unit program coordinator (UPC) ensure the travel card account is transferred to the correct unit and account? (Section C (19))			
1.2.5.5. Are personnel, who are delinquent in their travel card payments by more than 60 days, counseled by the commander on their responsibilities to pay their bill on time and the options available, and is this counseling documented? (Section B (14))			
1.2.5.6. Is there an individual assigned as the unit point of contact for the travel card program? (Section B (15))			
1.2.5.7. Is the commander briefed monthly on the status of the travel card program? (Section B (15))			
1.2.5.8. Are recommendations or problems with the travel card elevated to the host base program coordinator and to the HQ AIA program coordinator? The HQ AIA coordinator can be reached at HQ AIA/FMP, DSN 969-2268; coml. 210-977-2268. (Section B (15))			
<b>1.2.6. Intelligence Contingency Funds (ICF) (AFI 14-101):</b>			
1.2.6.1. Has the ICF Manager delegated ICF Approving Official duties and authority to subordinate units? (Paragraph 1.2.2)			

1.2.6.2. Has the ICF Approving Official appointed a primary and alternate administrator, and approving and certifying officials? (Paragraph 1.3.7)			
1.2.6.3. Does each expenditure contribute to the Air Force Intelligence mission? (Paragraph 2.2)			
1.2.6.4. Are documents of authorization or payments on file for ICF expenditures?(Paragraph 2.3)			
1.2.6.5. <b>CRITICAL ITEM:</b> Does the authorization document contain the information required by Paragraph 2.3.1 and 2.3.2?			
1.2.6.6. <b>CRITICAL ITEM:</b> Is there a rational statement on file for each deviation from the AFI 14-101?			
1.2.6.7. Is the rational statement signed by the approving official and attached to Part II—ICF Execution Report-Field Activity? (Paragraph 2.4)			
1.2.6.8. If incentive supplies are maintained, are the procedures of Paragraph 2.5 followed?			
1.2.6.9. When individual incentive items are purchased, does the settlement voucher show the item purchased, cost, person to whom the item was given, date of purchase, and purpose for the gift? (Paragraph 2.5.1)			
1.2.6.10. Are the provisions of AFI 14-101, Paragraph 2.6 followed when approving Liaison Activities?			
1.2.6.11. Are all ICF expenditures recorded in PE 31321F, Responsibility Center/Cost Center XX892X and Element of Expense Investment Code (EE-IC) 592.XX? (Paragraph 2.1)			
1.2.6.12. Does the ICF Manager use Part III--ICF Execution Report-Accounting to certify all disbursements and collection transactions processed during the quarter? (Paragraph 3.4)			
1.2.6.13. Does the ICF Administrator reconcile the Part III--ICF Execution Report-Accounting to the end of quarter accounting and finance reports? (Paragraph 3.4)			
<b>1.2.7. Triannual Reviews (DFAS-DE 7010.2-R) and NULO/Problem Disbursements (DoDFMR 7000.14-R, Vol 3):</b>			
1.2.7.1. <b>CRITICAL ITEM:</b> Is periodic review of commitments and obligations being accomplished at least three times per year to ensure prompt recording in the accounting system? (Chapter 9)			
1.2.7.2. Is periodic validation of prior year unliquidated obligation balances accomplished at least three times per year? (Chapter 9)			
1.2.7.3. Has unit reviewed open document listings for negative unliquidated obligations (NULOs) and unmatched disbursements (UMDs) and initiated corrective actions in a timely manner? (Chapter 11)			
1.2.7.4. Has unit FM followed up consistently with the OPLOC to ensure identified NULOs and UMDs are cleared? (Chapter 11)			

1.2.7.5. Has unit documented research performed (phone conversations, listings, faxes, etc) and corrective actions taken? Does unit appear to be working aggressively to clear problem disbursements? (Chapter 11)			
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**Table A1.3. Program Development Evaluation Program.**

<b>1.3. MISSION STATEMENT:</b> To ensure compliance with procedures in the area of Program Development. <b>REFERENCES:</b> All references are listed in the appropriate areas.			
<b>1.3.1. Critical ItemS: Program Development (AFI 65-601, Vol II, Paragraph 1.1.1, 1.1.4, 1.2.1, 2.12, 2.14, and 10.3):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.3.1.1. Are appropriate staff and supporting agencies given the opportunity to identify their requirements during the unit financial plan development process? (Paragraph 1.1, 1.2, 2.1, and 10.3)			
1.3.1.2. Are the unit's mission, mix of resources required, and historical costs considered (where applicable) when developing the unit financial plan? (Paragraph 1.1, 1.2, 2.1, and 10.3)			
1.3.1.3. Has a financial plan been submitted based upon instructions provided by higher authority? (Paragraph 1.1, 1.2, 2.1, and 10.3)			
1.3.1.4. Have base procured investment equipment 3600 and 3080 requirements been identified and forwarded to the next higher headquarters? (Paragraph 10.3.1.5)			

**Table A1.4. Program Execution Evaluation.**

<b>1.4. MISSION STATEMENT:</b> To ensure compliance with procedures in the following areas: Program Analysis, Unfunded Requirements, Board Meetings, Commitments and Obligations, System Products, Close-out, and Funds Control. <b>REFERENCES:</b> All references are listed in the appropriate areas.			
<b>1.4.1. Critical ItemS: Initial Distribution (AFI 65-601, Vol II, Paragraph 1.5.5 and 10.4.1):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.4.1.1. Are the unit's FM and RAs actively involved in the process of initial distribution? (Paragraph 1.5.5 and 10.4.1)			
1.4.1.2. Does the process indicate participative management through the FWG and FMB financial structure? (Paragraph 1.5.5 and 10.4.1)			
1.4.1.3. Does distribution reflect a balanced, executable plan with mission priorities and "must pay" bills being funded? (Paragraph 1.5.5 and 10.4.1)			
<b>1.4.2. Program Analysis (AFI 65-601, Vol II, Paragraph 1.2.2, Paragraph 1.5.6, and 10.4):</b>			
1.4.2.1. Are end-of-month obligations compared to projected obligations identified in the unit-spend plan? (Paragraph 1.5.6, and 10.4)			
1.4.2.2. Based upon the comparison above, does the budget officer or resource advisor (RA) analyze the program and provide recommendations to the commander? (Paragraph 1.5 and 10.4)			
1.4.2.3. <b>CRITICAL ITEM:</b> Has the unit's budget authority and status of obligations been analyzed to ensure that high priority unit missions and "must-pay" bills can be funded with available funds? (Paragraph 1.5.6, and 10.4)			



1.4.2.4. Does the unit submit a confirmation statement to the next higher headquarters at least two times per year--February and June--as required by DFAS-DE 7010.2-R, paragraph 14-9.D? The End of Year Certification Statement, RCS: HAF-ACF(M)7801DT Data Base Transfer Report constitutes the third review of the year.			
<b>1.4.3. Critical Items: Unfunded Requirements (AFI 65-601, Vol II, Paragraph 10.3.1.5, FY99 Operations and Maintenance Funding Guidance):</b>			
1.4.3.1. Are unfunded requirements submitted on an AIA Form 89?			
1.4.3.2. Do they include a comprehensive justification and mission impact statement?			
1.4.3.3. Has the FMC or FMB approved and ranked the unfunded requirements			
<b>1.4.4. Financial Working Group and Financial Management Board Meetings (AFI 65-601, Vol II, Paragraph 10.3):</b>			
1.4.4.1. Has the unit formally established in writing a financial management committee structure (FMC, FWG, and FMB) comprised of top-level unit managers? (Paragraph 10.3)			
1.4.4.2. Are FWG and FMB meetings held monthly for effective financial management?			
1.4.4.3. Do the briefings presented or hand-outs given review obligations and commitments by budget activity and the status of legal limitations, as a minimum? (Paragraph 10.3)			
1.4.4.4. Are minutes written and signed by the committee chairperson? Do the minutes document reprogramming actions, board discussions and decisions such as approval of the unit financial plan or initial distribution, and updated unfunded requirements? (Paragraph 10.3)			
1.4.4.5. Does the unit forward FMB or FMC minutes IAW higher headquarters directive?			
<b>1.4.5. Commitments and Obligations (AFI 65-601, Vol II, Chapter 10)</b>			
1.4.5.1. <b>CRITICAL ITEM:</b> Does the unit keep a copy of all AF Forms 9, MIPRs, and other obligating documents? (Paragraph 10.2)			
1.4.5.2. <b>CRITICAL ITEM:</b> Does the unit review the open document list monthly to ensure prompt recording of commitments and obligations? (Paragraph 10.2)			
1.4.5.3. Does unit review commitments and obligations to ensure the validity of postings?			
<b>1.4.6. System Products (AFI 65-601, Vol II)</b>			
1.4.6.1. <b>Critical Item:</b> Do fund targets for supply and medical accounts agree with corresponding targets in the OBL and allotment ledger? (AFI 65-601, Vol II, Atch 2, Paragraph A2.3.3)			

1.4.6.2. Are supply listings reviewed to ensure that unit supply expenses are accurate?			
<b>1.4.7. Close-out (AFI 65-601, Vol II, Chapter 2 and 10)</b>			
1.4.7.1. <b>Critical Item:</b> Are instructions published by higher headquarters and the host base used as guidance for the unit's year-end closeout plan? (Paragraph 2.9)			
1.4.7.2. Does the unit FM attend host base close-out meetings and incorporate supply, contracting and financial services suspense dates within their close-out plan? (Paragraph 2.9)			
1.4.7.3. Does the unit FM provide guidance and training to unit resource advisors on year-end closeout procedures? (Paragraph 2.9)			
1.4.7.4. Does the unit have an approved priority list of unfunded requirements where additional year-end funding can be effectively applied? (Paragraph 2.9)			
1.4.7.5. Does the unit FM keep the staff or senior managers advised of the status of funds and requirements regularly during September? (Paragraph 2.9)			
1.4.7.6. Have required reports to higher headquarters been submitted in accordance with HQ AIA fiscal year closeout guidance?			
<b>1.4.8. Funds Control Procedures (AFI 65-601, Vols I and II):</b>			
1.4.8.1. <b>Critical Item:</b> Do annual targets reflected in accounting system (BQ) products such as the Operating Budget Ledger (OBL) or allotment ledger agree with amounts shown on funding documents issued by higher headquarters? (Vol II, Chapter 4 and 5, Vol I, Chapter 3)			
1.4.8.2. Does cumulative quarterly authority agree with funding documents?			
1.4.8.3. <b>Critical Item:</b> Are legal limitations shown on funding documents enforced through proper funds target loading? (Vol II, Chapter 4 and 5, Vol I, Chapter 3)			
1.4.8.4. Are amounts issued as sub-allotments to units consistent with allocations received from higher authority and with budget authorizations made to the unit? (Vol I, Paragraph 3.4.2)			
1.4.8.5. Are the OBL and allotment ledger reviewed to prevent over-commitment of funds and possible violations of DOD 7000.14-R, Vol 14, "Administrative Control of Appropriations?"			
1.4.8.6. Are accounting data elements (RC/CCs, EEICs, and ESP codes) used to according headquarters guidance? (Vol II, Chapter 6)			

**Table A1.5. Program Management Evaluation.**

<b>MISSION STATEMENT:</b> To ensure compliance with procedures in the following areas: Resource Management System Training, Continuity Folders, DFAS/Accounting Liaison/Host FM Relationships. <b>REFERENCES:</b> All references are listed in the appropriate areas.			
<b>1.5.1. Resource Management System (RMS) Training (AFI 65-601, Vol II, Chapter 11)</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.5.1.1. <b>Critical Item:</b> Is initial RMS training provided and documented to new RCMs and RAs as soon as possible but not later than 90 days after assignment? ( <a href="http://www.saffm.hq.af.mil/saffmra">http://www.saffm.hq.af.mil/saffmra</a> Resource Advisor Training)			
1.5.1.2. Do FM personnel provide recurring training during the FWG and FMB meetings? Is training documented in the minutes?			
1.5.1.3. If the unit does not have a dedicated financial analyst billet, did the unit request RMS training from the host Comptroller office for additional duty resource advisors?			
1.5.1.4. Has the unit developed and implemented a RMS training program for geographically separated organizations who report to the unit? Are training sessions documented?			
1.5.1.5. Does the Wing, Center or Group perform Staff Assistance Visits (SAVs) to subordinate units, as appropriate? Are visits documented and a written copy provided to the unit?			
1.5.1.6. Does the Wing, Center or Group follow up on actions recommended in the SAV report?			
<b>1.5.2. Continuity Folders (AFI 65-601, Vol II, Chapter 10):</b>			
1.5.2.1. <b>Critical Item:</b> Does the unit have a continuity folder including procedural instructions, sample forms, POCs, EEICs, RCCCs, list of RCMs and RAs, etc.?			
1.5.2.2. Does the unit have on hand, in hard copy or electronic form, a minimum the following publications? AFI 65-601, Vol. 1, Budget Guidance and Procedures AFI 65-601, Vol. 2, Budget Management for Operations DOD 7000.14-R, Vol. 14, Administrative Control of Appropriations DOD 7000.14-R, Vol. 3, Chapter 8, Accounting for Commitments and Obligations DFAS-DE 7000.1-R, Responsibility Center and Cost Center Codes DFAS-DE 7010.2-R, Commercial Transactions at Base Level AFM 23-110, Vol. II, Part 13, Standard Base Supply Customer's Procedures			
<b>1.5.3. DFAS, Accounting Liaison or Host FM Relationships:</b>			
1.5.3.1. As a tenant organization, have assigned FM personnel developed a good working relationship with the host financial analysis and, or services offices and with their OPLOC?			

<b>1.5.4. Career:</b>			
1.5.4.1. Are you and or your supervisor aware of and using the FM Training Guides, which are required for demonstrating competency at core tasks?			
1.5.4.2. Are you aware of the SAF/FM Professional Development Program? (Newsletter from Secretary Hale, "Guidelines for Professional Development", <a href="http://www.saffm.hq.af.mil/maynew99">http://www.saffm.hq.af.mil/maynew99</a> )			

**Table A1.6. Financial Services Items.**

<b>MISSION STATEMENT:</b> To ensure compliance with procedures in the Customer Service and Customer Support Sections. <b>REFERENCES:</b> All references are listed in the appropriate areas.			
<b>1.6.1. Customer Service Section - Customer Service</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1.6.1.1. Is there a customer information program to ensure financial services personnel and customers are aware of the support offered at that operation? (AFI 90-501 Paragraph 1.3.1)			
1.6.1.2. Are visual aids provided to the customer to use as guides? (AFR 177-103, Paragraph 11-2e)			
1.6.1.3. <b>CRITICAL ITEM:</b> Is a customer numbering system, appointment system, reception desk for initial screening, or other methods used to provide orderly service? (Paragraph 11-2e)			
1.6.1.4. Does the FSO have a GSU checklist or informational pamphlet explaining how to complete various military pay or travel pay documents and who to call if questions arise? (AFR 177-103, paragraph.11-2e, DFAS-DER 177-101 paragraph.3-3 and paragraph.7-7c)			
<b>1.6.2. Customer Service Section--Customer Service</b>			
1.6.2.1. Are the customer service feedback forms readily available and provided to customers?			
1.6.2.2. Is there a mechanism established to provide a prompt response to customer complaints?			
1.6.2.3. Is customer feedback used to continually improve processes?			
1.6.2.4. Are customer service surveys analyzed to determine the quality of customer service in all areas?			
1.6.2.5. Are the customer service goals and policies of the FSO in writing?			
1.6.2.6. Do customer service hours meet the needs of the customer? Are service hours posted?			
1.6.2.7. Are there self-help counters or tables for customers?			
<b>1.6.3. Critical Items: Customer Service Section – Military Pay</b>			
1.6.3.1. Is a copy DJMS Transaction Register received daily from the Military Personnel Flight (MPF) and is action taken to suspend payments for all members reported AWOL or in confinement? (DFAS-DE Manual, Paragraph 46-2, 46-3 and 46-4)			

1.6.3.2. Are members recertifying entitlement to Basic Allowance for Quarters (BAQ) prior to separation? (Paragraph 52-16b)			
1.6.3.3. Is FSO using a separation processing checklist? (Fig 52-1,2)			
1.6.3.4. Has member's MMPA been placed in T-status using JDC, if E503 transaction has not processed? (Paragraph 52-16m)			
<b>1.6.4. Customer Service Section – Travel</b>			
1.6.4.1. <b>Critical Item:</b> Are the following regulations up to date and do you have access to them? Joint Federal Travel Regulation (JFTR) Joint Travel Regulation Vol 2 (JTR) AFR 177-103, Travel Transactions at Base Level AFI 65-103, Temporary Duty Orders DOD FMR, Vol 9, Travel Policy and Procedures DFAS-DEM 7040.1, (Desk Top Instructions)			
1.6.4.2. <b>Critical Item:</b> Are certifying officers appointed in writing by the FSO ? (AFR 177-101, 6-29b(1))			
1.6.4.3. <b>Critical Item:</b> Are travel advances limited to the following special circumstances: Travelers that have not applied for the card. (Authorized one advance, AFI 65-104, 17.1.3)			
1.6.4.3.1. Dislocation allowance on Permanent Change of Station			
1.6.4.3.2. When traveling to locations that do not accept the card for hotels or rental cars or other traveling expenses (AFI 65-104, 17.3)			
1.6.4.3.3. Members with suspended/canceled cards (must be approved in writing by commander (AFI 65-104)			
1.6.4.4. Is a system in place to ensure the PCS voucher departure date from last PDS match the endorsed travel order maintained in the MPF personnel file? (AFR 177-103, 11-2d)			
1.6.4.4.1. Are vouchers signed and dated by the traveler?			
1.6.4.4.2. Did travel start on or after the date on the orders? (JFTR, U2100, JTR C3050 and C3051)			
1.6.4.4.3. If travel commenced prior to orders being published, did the orders contain a verbal order of the commander statement (VOCO)? (AFI 65-103, 1.2.14)			
1.6.4.4.4. Were amounts paid for registration fees authorized in the orders? (JFTR, U4535A) 1(1) If meals were included, was per diem adjusted? (JFTR, U4535B)			
1.6.4.4.5. Was it a valid fee?			
1.6.4.4.6. Do orders accompany the claim?			
1.6.4.4.7. If government procured transportation is directed, but traveler made own arrangements, is per diem and transportation limited to the amount it would have cost the government? (JFTR U4310)			

1.6.4.4.8. On PCS claims, was per diem not paid on any day Monetary Allowance in Lieu of Transportation (MALT) plus per diem is paid? (JFTR U4102C)			
1.6.4.4.9. If dependent travel is paid prior to issuing of orders, is a statement by the orders issuing authority or PCS Assignment RIP attached? (U5203C)			
1.6.4.4.10. Do orders support rate of per diem paid? (Government rate, Proportional, Full Locality) (JFTR U4125A3)			
1.6.4.4.11. For reimbursement of travel in the local area (SF 1164) is mileage based on the distance that exceeds the members normal commuting distance? (JFTR U3505-C2)			
1.6.4.4.12. If government quarters are not available, is proper documentation or statements present to support payment? (DD1351-5, Contract quarters)			
1.6.4.4.13. Are receipts required for lodging (except government quarters, AFR 177-12-7c(4)), special authorizations and any items over \$75.00? (JFTR U2515B2)			
<b>1.6.5. Customer Support Section - Military Pay</b>			
1.6.5.1. <b>Critical Item:</b> Has access to DJMS been obtained for pay technicians entering pay affecting documents? (DFAS-DE Manual, Paragraph 3-32)			
1.6.5.2. <b>Critical Item:</b> To safeguard system integrity of the automated system, have primary and alternate DJMS Terminal Area Security Officers (TASOs) been appointed, approved and assigned USER-IDs by DFAS-DE/FJAA? (Paragraph 3-26a)			
1.6.5.3. <b>Critical Item:</b> Is a current list maintained of all personnel with access to the system? (Paragraph 3-41)			
1.6.5.4. <b>Critical Item:</b> Are individual passwords issued and changed as required by current regulations? (Paragraph 3-34)			
1.6.5.5. <b>Critical Item:</b> Are procedures in place to ensure personnel do not prepare and certify the same disbursement voucher?			
1.6.5.6. <b>Critical Item:</b> Is a current list of certifying officials maintained? (Paragraph 1-7m)			
1.6.5.7. <b>Critical Item:</b> Are annual visits to leave input sources conducted or checklists provided to ensure compliance with DFAS-DEM 177-373 Vol. 2 Chapter 7? Do these visits review unit procedures for preparation, control, submission and follow-up of leave forms to the FSO?			
1.6.5.8. Is the Air Force Form 2070, JUMPS PRA roster maintained by the FSO or Superintendent? (Paragraph 1-2a)			
1.6.5.9. Are rosters completed semi-annually during May and November? (Paragraph 1-2a(2) (a))			

1.6.5.10. <b>Critical Item:</b> Are audits of members subject to PRA control performed anytime a member departs PCS, is relieved of duty, separates, or retires IAW Paragraph 1-2a(4)?			
1.6.5.11. <b>Critical Item:</b> Are all source documents, except leaves and MPF originated AF Form 2098, Duty Status Changes, received and signed for on AF Form 1373, MPO Document Log-Transmittal? (par. 32-4c) Are procedures in place to insure CMOs, Summary Court Martial records and Article 15 correspondence are given priority handling upon receipt? (Paragraph 67-4d)			
1.6.5.12. Are all locally rejected documents promptly returned to the input source for correction using AF Form 48, Reject Control Slip or other locally developed form? Paragraph 4-2(b)2)			
1.6.5.13. Is a copy of Daily Register of Transactions (DROT) forwarded to input sources daily? (Paragraph 1-5k)			
1.6.5.14. <b>Critical Item:</b> Are all pay affecting documents properly certified? (Paragraph 2-4c)			
1.6.5.15. <b>Critical Item:</b> Are units retaining copies of pay affecting documents to verify appearance of processed transactions on the DROT? (DFAS-DEM 177-373 Vol. 1 Paragraph 2.4(b) and Vol. 2 Paragraph 1-6)			
1.6.5.16. If corrections are required to source documents are both the original and FSO retained copies corrected? (Paragraph 3.9)			
1.6.5.17. Are copies of settled TDY vouchers received and screened for MMPA entitlement adjustments? (Paragraph 42-4c (2)			
1.6.5.18. <b>Critical Item:</b> Is an AF Form 1486, <b>Unit Leave Control Log</b> , maintained? (Paragraph 44-6d(1)a)			
1.6.5.19. Are leave numbers issued no more than 14 days prior to the leave effective date? (Paragraph 44-6d(1)a)			
1.6.5.20. Is Military Pay verifying the AF Form 1209 for completeness and accuracy? (Paragraph 77-4a)			
1.6.5.21. Is Military Pay ensuring SG03s are input into DJMS within 5 duty days after receipt of member's travel voucher within the Travel section? (Paragraph 41-4a)			
1.6.5.22. Is Military Pay ensuring all appropriate entitlement actions related to PCS arrival are properly updated on the MMPA after SG03 input? (Paragraph 41-5)			
1.6.5.23. Are SH03s, departure transactions, input promptly? (Paragraph 41-6)			